Hello and welcome to Houston Community College. I'm Dorsetta Williams, manager of Instructional Design Services at HCC’s Center for Teaching and Learning Excellence.

Every class has a syllabus, a document that provides information on a course, including its requirements, due dates, and the subject matter covered. It is a very important document for your students, as it provides them with the information they need to be successful in your course.

It is important to know what exactly needs to be in a syllabus. As required by law, there are uniform standards that must be followed. You can find all the information you need about HCC's syllabus format by visiting the HCC Adopted Syllabus Format and Inclusions web site. Here you will find a sample of a Curriculum Vita, an HCC Syllabus Template, a sample learner-centered syllabus and information on the law concerning online-posted syllabi.

Please take some time to visit the site and learn what you need to know to be a successful HCC faculty member.

Best wishes for a highly successful semester!